

UNITED STATES GOVERNMENT

2-Way Memo

Subject: Request for VIP Visitor Parking and
Candy-stripe badge for 16 June 1983

To : Chief, Hqs Security Branch, PSD/OS
Chief, Receptionist

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (*Originator of message*):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (*Replier to message*):

Reply below the message, keep one
copy, return one copy.

DATE OF MESSAGE	ROUTING SYMBOL
16 June 1983	
SIGNATURE OF ORIGINATOR	
TITLE OF ORIGINATOR	
O-D/ODP	

FOLD

MESSAGE

FOLD

STAT Mr. Joe Pierce, International Data Corporation, is coming to Headquarters for a meeting
with [] DD/ODP on Thursday, 16 June, at approximately 11:00 in
room 2D00.

Please direct Mr. Pierce to the VIP Visitor Parking Lot in front of the main entrance.

Please issue a candy-stripe badge, call Patty/Jean [] for escort.

Thank you.

STAT

REPLY

Distribution:

Original - D/HSB/PS/OS

1 - C/Receptionist

1 - ODP/SECURITY/General

1 - ODP/LIAISON/Priv. Industry:IDC

From :	DATE OF REPLY	ROUTING SYMBOL
	SIGNATURE OF REPLIER	
	TITLE OF REPLIER	